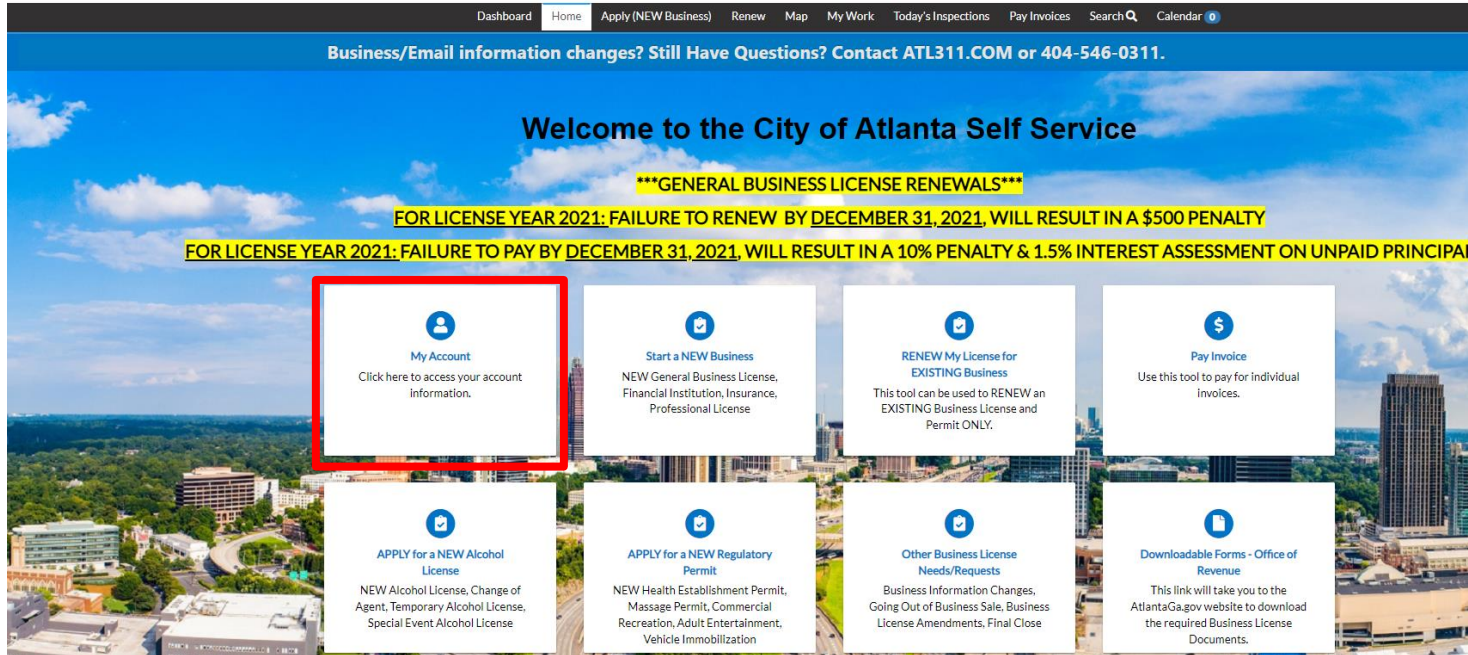


# HOW TO SUBMIT A CHANGE OF ADDRESS

**For Technical and Non-Technical Issues**

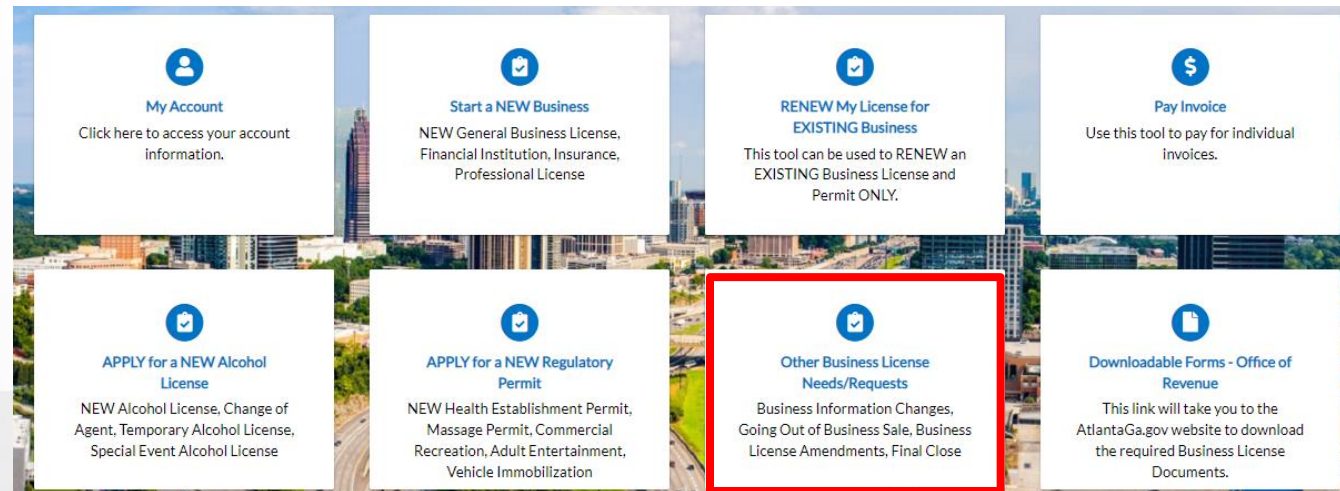
Contact **ATL311.com** or **404-546-0311** to create a case.

# HOW TO SUBMIT A CHANGE OF ADDRESS



1. To log in, click **Login** or **Register** (if you do not currently have an account) from the center of the home page or top right corner of the page.

2. To apply, click **OTHER BUSINESS LICENSE NEEDS/REQUESTS** from the center of the home page.



# HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

The screenshot shows the top navigation bar with links: Dashboard, Home, **Apply**, My Work, Today's Inspections, Map, Pay Invoices, Search, and Calendar. Below the navigation bar is the 'Application Assistant' section. A search bar contains the text 'Business License Request - Change of Address' and has a magnifying glass icon. Below the search bar are five buttons: All, Trending, My History, LICENSES, and PERMITS. Below these buttons is a section titled 'Business License Request - Change of Address' with a table of results. The table has two columns: 'Category Name' and 'Description'. The first row shows 'Business License Requests' and 'Business License Request - Change of Address'. To the right of the table is an 'Apply' button.

Dashboard Home **Apply** My Work Today's Inspections Map Pay Invoices Search Calendar

Application Assistant

Business License Request - Change of Address

All Trending My History LICENSES PERMITS

Show Categories Show My Templates

Business License Request - Change of Address

Category Name:	Description:
Business License Requests	Business License Request - Change of Address

Apply

3. Type Change of Address into the Application Assistant Search Bar and click the **Search Icon** or press **Enter** on your keyboard.

4. Select Business License Request – Change of Address.

5. Click **Apply** to begin the application process.

6. Select your Company to which the address changes applies.

The screenshot shows the 'Apply for License - Business License Request - Change of Address' page. It has a heading 'Select or create the business for this application'. Below this heading are three cards, each representing a company. Each card has a briefcase icon, the company name, the business type, the status, the address, and a 'Select' button. The first card is for 'Freddie's Constructio...' (Sole Proprietorship, Status: Submitted, 850, Stop St, Brick, Stone, and Related Co...). The second card is for 'Mertz Utilities - TEST' (Sole Proprietorship, Status: Submitted, 300, Stop St 300, Stop St Atl..., Regulation and Administrati...). The third card is for 'Mertz Information - T...' (Limited Liability Company, Status: Cancelled, 300 300, Stop St Atlanta 303..., All Other Information Services). The 'Select' button for the second card is highlighted with a red box.

Apply for License - Business License Request - Change of Address

Select or create the business for this application

Freddie's Constructio...

Sole Proprietorship

Status: Submitted

850, Stop St

Brick, Stone, and Related Co...

Select

Mertz Utilities - TEST

Sole Proprietorship

Status: Submitted

300, Stop St 300, Stop St Atl...

Regulation and Administrati...

Select

Mertz Information - T...

Limited Liability Company

Status: Cancelled

300 300, Stop St Atlanta 303...

All Other Information Services

Select

# HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

Dashboard Home Apply My Work Tools

Apply for License - Business License Request - Change of Address

1 Locations 2 Type 3 Contacts

LOCATIONS

Type: Business Location

US

300, Stop St 300, Stop St,  
Atlanta, 30303-\_\_\_\_

Main Address ☒

Remove

Business Location

Add Location

7. Select the tile with the old address.

8. Select Remove.

9. Select the second tile to add new address.

a. Select the type of location you are adding from the dropdown menu

b. Click the **Blue Icon to Add Location.** (Repeat, if a mailing address change is needed too.) A new window will open for you to enter your address details.

c. After saving your address details, click **Next.**

**\*Mailing addresses are required.**

## HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

d. There are two different methods for adding an address to your business account: You can search our GIS records for an address, or you can enter the address manually.

### Searching for an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press **Enter** on your keyboard.
3. Returned results will be displayed below the search bar.

#### Add Location



#### Add Address As

Business Location ▼



#### Address Information

Search  

### Manually Adding an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Click **Enter Manually** and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.




# HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

10. **License Type** – Verify for accuracy. Should show Business License Request – Change of Address.

11. **Description** – Enter the description of the license that corresponds with the license type.

12. **Estimated Receipts** – ***SKIP (This application is used only for change of address.)***

Apply for License - Business License Request - Change of Address

1  2  3 

Locations Type Contacts

**BUSINESS DETAILS**

\* Company Type

\* Company Name

Business Description

DBA

\* Location

**LICENSE DETAILS**

\* License Type

\* Description

Estimated Receipts

[Back](#) [Create Template](#)



## HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

Locations Type **3** Contacts More Info 4 Attachments 5 Review and Submit 6

CONTACTS

Representative of the Business  
Freddie Mertz - TEST(You)  
111 Start, Atlanta, GA , 3030...  
Remove

Owner  
Paisley Princess2020 - TEST  
800 start, Atlanta, GA , 30308  
Remove

Principal Officer  
Betty Rubble  
300 Stop St, Atlanta, GA , 30...  
Remove

Select Type  
Add Contact  
+

Back Create Template Save Draft Next

### 13. Update Contacts (if needed)

- Select Remove to delete the old contact record.
- Select the contact type from the dropdown menu, then click the **white plus sign “+”** to **Add Contact** for new contact.

***\*Applicant contact record must include address.***

# HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

## 14. More Information

- Enter the complete **Old Address**.
- Enter the **Effective Date of Change**.

Apply for License - Business License Request - Change of Address \*REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

**Old Address** 300 Stop St  
Atlanta, GA 30303

**\*Effective Date of Change** 08/01/2021

[Top](#) | [Main Menu](#)



## HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

15. Upload/Drag and Drop the **Required Attachments** (if applies) on the next screen. You will not be able to proceed without providing the required documents.



**NOTE:** You can click **Save as Draft** to save your application until you have the required documents.

*To return to application, locate draft or template.  
Click on username in top right corner. Select Saved Work. Select My Templates or My Drafts tab.*

## HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

### 16. Signature

- Type your name to provide consent.
- Slide blue tab to enable Type Signature. Type applicant's name.

SIGNATURE

\* Please type your name as consent to electronically sign this application.

Freddie Mertz

Enable Type Signature ☒

Freddie Mertz

Freddie Mertz  
October, 05 2021



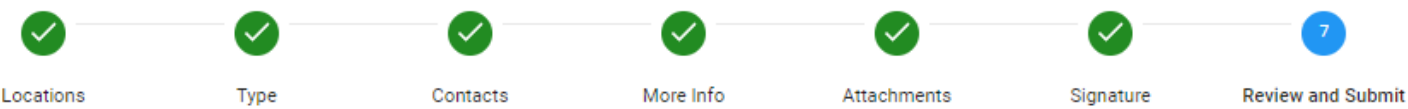
[Back](#) [Create Template](#)

# HOW TO SUBMIT A CHANGE OF ADDRESS cont'd

17. Review all application details prior to clicking **Submit** to submit your application.

Apply for License - CPA

\*REQUIRED



Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Calendar

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

**Submit**

License Number: GBL-1021-07130

**Add to Cart**

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

18. A confirmation message will appear.  
19. Click **Add to Cart** to pay invoice.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details			
License Type:	Business License Request - Change of Address	District:	Applied Date: 10/08/2021
Account Number:		Issued By: Administrator, System	Period Start Date:
Status:	Submitted - Online		Expiration Date:
Description:	Utilities		